



**Rhode Island Department of Health  
Office of Food Protection**

**Phone: (401) 222-2750  
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## **New/Renovated Food Establishment Checklist**

Prior to opening any new food establishment, there are certain critical steps that must be followed. In order to make this process as easy as possible for you we have developed the following checklist. In order to advance to the next level, all previous steps must be completed.

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### **Date Completed**

\_\_\_\_\_ City/Town zoning approval received for operating a food establishment.

\_\_\_\_\_ \* If **existing** on-site sewage disposal system, date **new** system plans or "**System Suitability Determination**" application approved by the Department of Environmental Management (DEM) (222-2306). Seating Capacity approved for \_\_\_\_\_ seats.  
Other limitations: (e.g. single service only) \_\_\_\_\_

\_\_\_\_\_ \* If **new** on-site septic system, date "**Conformance Issued**" by the Department of Environmental Management. This follows on-site inspection.

\_\_\_\_\_ \* If on-site water supply, date "**Final Approval**" granted by the Division of Drinking Water Quality. This follows on-site inspection and satisfactory water sample results.

\_\_\_\_\_ License/registration fee(s) submitted to the Office of Food Protection at least 2 weeks prior to pre-operational inspection. **Make Check Payable To: General Treasurer, State of Rhode Island. Note:** Fees may be necessary for each type of license required. (e.g. MRK, FSV, DAR, REC, etc.)

\_\_\_\_\_ **If new construction**, 3 sets of plans submitted along with a completed application for construction (including proposed menu) and plan review fee of \$ (equal to license fee) paid to the Office of Food Protection. **Please Make Check Payable To: General Treasurer, State of Rhode Island** (**Please note:** The plan review fee is NON-REFUNDABLE, therefore a copy of the DEM and DDWQ approvals should be submitted if applicable along with the food establishment plans.

- \_\_\_\_\_ Establishment has the required number of "Manager(s) Certified in Food Safety" or individual(s) currently enrolled in a course and in the process of becoming certified. (Proof of certification or enrollment is required upon application submittal)
- \_\_\_\_\_ Plan approved by the Office of Food Protection (222-2750).
- \_\_\_\_\_ Building permits obtained. Fire Marshall, etc.
- \_\_\_\_\_ Construction complete, all equipment operational, call for **pre-operational inspection** by the Office of Food Protection (222-2750).
- \_\_\_\_\_ Approval to operate granted by the Office of Food Protection. **YOUR LICENSE WILL EITHER BE MAILED OUT OR HANDED DIRECTLY TO YOU.**
- \_\_\_\_\_ Victualing/liquor license and certificate of occupancy received from city/town building official. All other approvals received. You can now open your food establishment.

**Congratulations!!!**

Following these steps, in this order, will assure you a properly designed establishment that will assure your safety and the safety of the general public. All of the steps are needed for the final approval of your license to operate a food business in the State of Rhode Island.

\*Submit copy to Food Protection